

## ARROW PUBLIC LIBRARY

### CONFLICT of INTEREST POLICY

*This policy is for application to the Arrow Public Library*

**Adopted June 29, 2021**

#### **Purpose**

To preserve the integrity and maintain the ethical standards of Arrow Public Library, “The Library” and ensure the trust of the community, it is pivotal that all employees, board members, and affiliates of the library maintain ethicality when conducting business on behalf of the library. The standards set forth by the Counsel are intended to avoid conflict of interest or perceived conflict of interest; and to provide guidelines for governing perceived potential, or actual conflicts of interest. The guidelines address proper procedure and disclosures for any existing or potential conflicts of interest. Individuals employed by the library, whether paid or unpaid must exercise their judgment and the power that is in the best interest of the library when approaching, performing, or approving transactions or agreements in respect to their official duties and responsibilities.

This policy serves to supplement the conflict-of-interest statutes set forth by the state of California to eliminate temptations, avoid potential or actual impropriety, and limit the possibility of improper personal influence on an individual’s obligations. Individuals of the Library are expected to comply with the ethical standards set forth in this policy and comply with all applicable laws. Failure to comply with the standards as outlined in this Policy may result in disciplinary action.

#### **Definitions**

Board member or employee “Individual”: any elected or appointed member of the board, employee, intern, or volunteer of the library, whether paid or unpaid.

Family members family members include:

1. A spouse or domestic partner. “Domestic Partners” shall include:
  - a. that which an individual has entered and/or registered as a domestic partnership, or similar pursuant to local, state, or federal law, or under the law of foreign jurisdiction; or
  - b. a recognized beneficiary under the Individual’s employment benefits or health insurance or whose benefits due to employment or health insurance, is recognized as a beneficiary; or
  - c. any person with whom the Individual shares a living quarters or that which relationship resembles a marital or familial relation; or
  - d. who is dependent or mutually interdependent on the Individual for support.

2. Parents, including stepparents, grandparents, and step-grandparents, or spouses of-, or the Individual's in-law's, including father-, mother-, brother-, or sister-in-law.
3. Siblings, including whole and half-blood, or by adoption or stepsiblings.

**Conflict of interest:** A conflict of interest exists when

- e. there is a proposed transaction, arrangement, or agreement involving The Individual, or family member that has potential involvement; this includes, but is not limited to:
  - i. compensation, investments, business transaction, or that one could otherwise influence the performance of the Individual's official duties and responsibilities

## **Conduct**

### **1. Potential conflicts of interest**

- a. **Contracts:** Individuals who have, will have, or acquire interest in an actual or proposed contract with the Library shall disclose the nature and the extent of the interest in writing as soon as the Individual has obtained knowledge of the actual or prospective interest.
- b. **Gifts:** Individuals and their family members shall avoid giving or accepting gifts, which could be interpreted as illegal, improper, or corrupt from any person or organization that the Library does business with or wishes to do business with the library. Meals or other entertainment that would be appropriately reimbursed as an expense may be accepted, except in circumstances that can be perceived as compromise. Cash or cash equivalents may never, under any circumstance be accepted.
- c. **Confidential information:** Confidential information acquired during the course of employment and official duties shall not be disclosed nor used to further personal interest.
- d. **Private employment:** Individuals shall not solicit, negotiate, or promise to accept private employment, render services for private interest that hinder the Individuals official duties and responsibilities. Individuals whose position, duties, or responsibility pose substantial influence over the Library are required to disclose outside employment – prior to accepting – the Counsel will determine if a conflict of interest exists.
- e. **Political affiliations:** Arrow Public Library funds nor assets shall be contributed to political parties, or organizations, or any individual who holds public office, or is a candidate running for public office. Political contributions in any form - cash, cash equivalent, property, services or use of facilities; whether by direct or indirect use, is strictly prohibited.
- f. **Financial investments:** Individuals shall not hold or invest in any investment, financial, business, commercial, or private transactions that may create conflict.

## **Procedure**

1. Duty to disclose: All Individuals, whether paid or unpaid, of the Arrow Public Library are obligated to disclose all known or potential conflicts of interest. Failure to do so may result in disciplinary action, as deemed by the Counsel
2. Reporting violations: Individuals who become aware of any violations of this policy should be immediately reported to the counsel for investigation. Failure to disclose or present the alleged violation may result in disciplinary and corrective action, as recommended by the Counsel.
3. Investigation of potential conflict: When the possibility of conflict of interest arises, the Counsel will gather pertinent information and may conduct interviews with the concerned parties. Should the Counsel determine a conflict does exist, steps will be taken to address the conflict. Should the Counsel determine no conflict exists, the investigation will be documented, and no further action will be necessary.
4. Procedures for addressing conflicts of interest: When deemed as a conflict of interest, transactions that have occurred between the affected parties will be retroactively reviewed. Affected parties, including but not limited to, stakeholders, employees, directors, etc. will be notified. Further investigation of the conflict of interest will be conducted by the Counsel to determine the extent of the conflict.
5. Violation of the conflict-of-interest Policy: The counsel will review all conflicts on a case-by-case basis. The Counsel will review all materials of fact and have full discretion to determine the fitting and necessary disciplinary action, which may include suspension and/or termination of employment from the Arrow Public Library.

To report any actual or potential conflicts of interest, for questions or further information, please contact Clarissa Moreno, Counsel at [morenocl@usc.edu](mailto:morenocl@usc.edu) or (909) 921-9792.

### **Conflict of Interest Policy Attestation**

1. The standards and guidelines on conflict of interest set forth by the Arrow Public Library serve in the interest that all staff, employees, Board members, volunteers, interns – paid and unpaid- shall avoid conflict of interest between the Library, and personal, professional, and business interests.
2. I understand the purpose of the Policy is to:
  - a. protect the integrity of the Library and its decision-making process,
  - b. provide our community and stakeholders with the confidence in our integrity, and
  - c. to uphold ethical standards and esteem of staff, employees, Board members, volunteers, and interns.
3. In the event of election, hiring, or appointment, I shall make full, written disclosure of any potential conflict of interest that may arise due to the new role or obligations.
4. I hereby acknowledge that this Policy is supplemental to good judgment and state laws and legislature and certify that I will uphold this Policy to the best of my abilities.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Conflict of Interest Disclosure Form**

**Note:** An actual or potential conflict of interest exists when temptations, impropriety or improper influence of an individual's obligations may be compromised for another's material or financial interests, relationships, or could otherwise influence the performance of the Individual's duties and responsibilities.

A Conflict-of-Interest Disclosure Form shall indicate if the Arrow Public Library Individual, whether paid or unpaid, has any investments, interests or other business transactions, or political affiliations, or private employment outside the Library that may appear to impart an actual or potential conflict of interest.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

Please indicate any relationships, transactions or positions you hold (including volunteer work), or any circumstances in which could contribute to a potential or actual conflict of interest:

I have not conflict of interest to report.

I have conflict of interest to report. – Please indicate any conflict of interest below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the information above is honest and complete, to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_